

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR DIRECTOR CODE ENFORCEMENT

Date: Jan 18, 2002

Position Level: 13

FLSA Status: Exempt

Class Code: 13-8

GENERAL DESCRIPTION

The primary functions of this position are to supervise the operations of the Code Enforcement Department and direct the enforcement activities related to the County's Land Development Regulations and other County regulations.

KEY RESPONSIBILITIES

1. Supervise and coordinate all activities of Code Enforcement Personnel.*
2. Monitor complaints received by the Code Enforcement Department for effective, timely response.
3. Establish standards and procedures for complaint records.
4. Review all cases referred to the Code Enforcement Board for fulfillment of information and due process requirements.
5. Coordinate with the department Attorney to present department cases before the Code Enforcement Board. Serve as department representative in Code Enforcement matters.*
6. Maintain current knowledge of Code Enforcement laws and trends. Provide interpretations and guidance to staff in enforcement matters.
7. Prepare the department budget and oversee all expenditures.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SENIOR DIR, CODE ENFORCEMENT	Class Code: 13-8	Position Level: 13
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. F.A.C.E. certified for Code Enforcement up to level III or obtain certification within one year of employment.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of the Monroe County and/or surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Should possess previous at least five years experience in Code Enforcement with at least two years of which were in a supervisory capacity.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____